

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

Rows that are highlighted in Red are for DELETED status items. The row that is highlighted in yellow is the starting point for the upcoming User Group Meeting review.

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|---------------------------------|---|----------|-----------|--|
| REQ 3.01 | Setup an Agency | | | | |
| REQ 3.01.001 | Setup an Agency | The system must allow an agency to be entered into the system. | Current | Essential | OKCOM |
| REQ 3.02 | Inactivate an Agency | | | | |
| REQ 3.02.001 | Inactivate an Agency | The system must allow an agency to be inactivated from the system. | Current | Essential | OKCOM |
| REQ 3.03 | Setup a User | | | | |
| REQ 3.03.001 | Setup a User | The system must allow a user to be entered into the system by an agency or system administrator | Current | Essential | OKCOM |
| REQ 3.04 | User Profile Information | | | | |
| REQ 3.04.001 | User Profile Information | The system must allow a requestor to enter and / or change their profile information. Profile Information includes: <ul style="list-style-type: none">• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Password | Current | Essential | Additional Profile Information to be determined OKCOM |

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| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|--------------------------|---|----------|-----------|---------------------------------|
| | | <ul style="list-style-type: none">• Who the requestor will Route To for approval• Who can prepare a request for the requestor | | | |
| REQ 3.04.002 | User Profile Information | <p>The system must allow an agency administrator to enter and / or change the following user profile information:</p> <ul style="list-style-type: none">• Active / Inactive Status• User ID• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Vendor Number & Suffix• Password• Who the requestor will Route To for approval• Who can prepare a request for the requestor• Who can prepare and submit a request for the requestor• Agency permission levels of access | Current | Essential | OKCOM |
| REQ 3.04.003 | User Profile Information | The system must allow the system administrator to enter and / or change the | Feature | Essential | Currently a programmer can only |

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| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|--------------------------|--|----------|-----------|---|
| | | following user profile information: <ul style="list-style-type: none"> • Active / Inactive Status • Agency • User ID • Full Name • Work Phone • E-mail Address • Official Residence • Official Station • Work Schedule • Vendor Number & Suffix • Password • Who the user will Route To for approval • Who can prepare a request for the requestor • Who can prepare and submit a request for the user • <u>All permission levels of access</u> | | | assign Agency designation and initial setup of system administrator. All other profile information can be entered. OKCOM |
| REQ 3.04.004 | User Profile Information | The system must allow an agency / system administrator to change a user's 'User ID' without the user losing access to their current or previously completed approval, payment and profile information. | Feature | Essential | Example: Name change due to marriage. OKCOM! |

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| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|-------------------------------------|---|----------|-------------------|--|
| REQ 3.05 | Inactivate User Account | | | | |
| REQ 3.05.001 | Inactivate User Account | The system must allow a user's account to be inactivated and reactivated by an agency or system administrator | Current | Essential | OKCOM |
| REQ 3.06 | Transfer Profile Information | | | | |
| REQ 3.06.001 | Transfer Profile Information | The system must allow a system administrator to transfer a user's profile information from one state agency to another. | Feature | Issue High or Med | Dependent on Architecture -may not have user designate agency OKCOM |
| REQ 3.07 | Pre-Approval Request | | | | |
| REQ 3.07.001 | Pre-Approval Request | The system must allow a preparer or requestor to enter pre-approval information. AND Approvers, fiscal or agency / system administrators involved in the workflow to change pre-approval information. | Feature | ESS | OKCOM |
| REQ 3.07.002 | Pre-Approval Request | The system must validate meal, lodging & mileage rates, at time of proposed travel date and location. | Feature | ESS | Many of the itinerary edits are date & time dependent OKCOM |
| REQ 3.07.003 | Pre-Approval Request | The system must allow the preparer or requester to cancel their request at any time. The system will respond by no longer displaying the cancelled request. | Feature | High | This is not a request for payment. Only an approval to incur reimbursable costs. |

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|-----------------|----------------------|--|----------|-------------|--|
| | | | | | ISS |
| REQ 3.07.004 | Pre-Approval Request | The system must notify the preparer / requestor when a request exceeds the standard reimbursement rate available in the system database. | Feature | ESS | BR-10.009 Lodging BR-10.011 Meals OKCOM |
| REQ 3.07.005 | Pre-Approval Request | The system must provide a method for a preparer / requestor to enter comments and explanations with their request. | Feature | High ESS | OKCOM |
| REQ 3.07.006 | Pre-Approval Request | The system must provide a method for a user to view comments and explanations pertinent to a request. | Feature | High ESS | Users involved in workflow OKCOM |
| REQ 3.07.007 | Pre-Approval Request | The system must allow a preparer to complete a pre-approval request on behalf of a requestor. | Feature | ESS | Dependent on analysis of Internal Controls OKCOM |
| REQ 3.07.008 | Pre-Approval Request | The system must notify the preparer / requestor when a receipt is required for reimbursement. | Current | MED | BR-10.009 & BR- 10.010 OKCOM |
| REQ 3.07.009 | Pre-Approval Request | The system must require a preparer / requestor to obtain approval when lodging amounts are expected to exceed the standard reimbursement rate. | Feature | Essential | BR-10.015 OKCOM |
| REQ 3.07.010 | Pre-Approval Request | The system must provide, as a guide to a preparer / requestor, the distance between selected travel points within Washington State. | Feature | MED | BR-10.024 ISS |
| REQ 3.07.011 | Pre-Approval Request | The system must allow the preparer or requestor to enter vicinity or local miles expected to be incurred. | Current | Med | BR-10.025 ISS |

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| REQ 3.07.012 | Pre-Approval Request | The system must allow a preparer /requestor to edit system provided point-to-point mileage. | Current | Essential | BR-10.026 ISS |
| REQ 3.07.013 | Pre-Approval Request | The system must allow a preparer / requestor to enter miscellaneous travel expenses. | Current | Essential | BR-10.029 OKMOD |
| REQ 3.07.014 | Pre-Approval Request | The system must notify a preparer / requestor when miscellaneous travel expenses require a receipt for reimbursement | Feature | LOW | BR-10.030 OKMOD |
| REQ 3.07.015 | Pre-Approval Request | The system must allow a preparer /requestor to enter the estimated dates of travel | Current | Essential | BR-10.039 OKCOM |
| REQ 3.07.016 | Pre-Approval Request | The system must allow a preparer or requestor to enter the mode of transportation and estimated transportation costs for the proposed trip. | Feature | Essential | BR-10.023 & BR-10.028 OKCOM |
| REQ 3.07.017 | Pre-Approval Request | The system must allow a preparer or requestor to enter the purpose of the proposed trip. | Feature | Essential | BR-10.034 OKCOM |
| REQ 3.07.018 | Pre-Approval Request | The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip. | Feature | Essential | BR-10.034 (?) OKCOM |
| REQ 3.08 | Reimbursement Request | | | | |
| REQ 3.08.001 | Reimbursement Request | The system must allow a preparer or requestor to enter and / or change reimbursement information. | Current | Essential | Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS |

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| ID | Function | Requirement | **Status | *Priority | Comments |
|----|----------|--|----------|-----------|----------|
| | | <p>For Travel Payments, the system must allow the preparer or requestor to input the following information:</p> <ul style="list-style-type: none">• Full Name• Work Telephone Number• Work Schedule• Official Station• Official Residence• Date and Time of arrival and departure• Origin and Destination• Purpose of Trip• Month & Year for Reimbursement• User comments• Breakfast, Lunch & Dinner Amounts• Lodging Amount• Lodging Tax Amount• Point to Point Mileage• Vicinity Mileage• Mileage Reimbursement Rate• Other Reimbursable Costs<ul style="list-style-type: none">○ Paid To○ Paid For○ Amount• Adjustment to Reduce Total | | | OKCOM |

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| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|--------------------------|---|----------|-----------|--|
| | | Reimbursable Amount | | | |
| REQ 3.08.002 | Reimbursement Request | The system must validate, at the time of preparer / requestor input, reimbursement rates and amounts entered by the preparer / requestor. | Feature | ESS | Many of the Business Rules are date & time dependent Example – 3 Hour Rule Input edits would be limited to the extent of agency, state and federal rates and amounts that have been entered into the system database. OKCOM |
| REQ 3.08.003 | Reimbursement Request | The system must display in the reimbursement request, the data fields previously completed during the pre-approval and / or pre-payment process (ie. Travel advance). | Feature | ESS | Focus is on reducing preparer / requestor input of the same information used in the pre-approval process OKCOM |
| REQ 3.08.004 | Reimbursement Request | The system must allow the preparer / requestor to cancel their request if it has not | Current | Essential | Request could not be cancelled once |

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|-----------------|--------------------------|---|----------|--------------|---|
| | | been processed for payment. After the preparer / requestor cancellation, the system will no longer display the canceled request. | | | payment has been issued. ISS |
| REQ 3.08.005 | Reimbursement Request | The system must notify preparers / requestors when a request exceeds the standard reimbursement rate allowable and make the rate available for edit within the voucher. | Feature | ESS | BR-10.009 Lodging BR-10.011 Meals OKCOM |
| REQ 3.08.006 | Reimbursement Request | The system must provide a method for users to enter comments to the request. | Current | Essential | OKCOM |
| REQ 3.08.007 | Reimbursement Request | The system must provide a method for a user to view comments and explanations. | Current | Essential | OKCOM |
| REQ 3.08.008 | Reimbursement Request | The system must allow a preparer to complete a reimbursement request on behalf of a requestor. | Current | Essential | OKCOM |
| REQ 3.08.009 | Reimbursement Request | The system must restrict the fiscal user, on a daily basis, from assigning duplicate batch numbers. | Current | Essential | OKCOM |
| REQ 3.08.010 | Reimbursement Request | The system must provide to the user, the current in-state rates for the period of travel. | Current | High | Currently done for TVS on lodging, Per Diem, auto mileage rate BR-10.011 BR-10.023 ISS OKCOM |
| REQ 3.08.011 | Reimbursement Request | The system must allow the preparer / requestor to enter the total per diem | Feature | None High | BR-10.019 Example – Out of State |

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| | | allowance for a given location that is unknown to the system and the system shall calculate the breakfast, lunch and dinner amounts based on state-wide business rules. | | | Per Diem. Total is input by preparer / requestor and system calculates B,L,D. OKCOM |
| REQ 3.08.012 | Reimbursement Request | The system must allow disabled employees to exceed normal reimbursable travel costs when additional costs are necessary for the completion of their travel. | Feature | None | BR-10.003 American Disabilities Act DEL |
| REQ 3.08.013 | Reimbursement Request | The system must notify the preparer / requestor that a receipt is required for lodging reimbursement. | Current | Essential | BR-10.009 & BR-10.010 OKCOM |
| REQ 3.08.014 | Reimbursement Request | The system must allow a requestor to be reimbursed for taxes paid for lodging. | Current | Essential | BR – 10.012 OKCOM |
| REQ 3.08.015 | Reimbursement Request | The system must apply the business rules that allow a requestor to exceed the standard lodging amounts. | Current | Essential | BR – 10.013 & BR-10.014 OKCOM |
| REQ 3.08.016 | Reimbursement Request | The system must verify that prior approval for lodging amounts that exceed the standard reimbursement rate was obtained | Feature | Essential | BR-10.015 OKCOM |
| REQ 3.08.017 | Reimbursement Request | The system must enforce the business rules that apply for a requester's meal reimbursement rate on their last day of travel. | Current | Essential | BR-10-021 OKCOM |
| REQ 3.08.018 | Reimbursement Request | The system must identify requester's meal payments that are subject to federal taxation. | Feature | Essential | For the current system, taxable meals are identified by the preparers / requestorss, |

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| | | | | | not the system. BR-10.022 OKCOM |
| REQ 3.08.019 | Reimbursement Request | The system must provide, as a guide to the preparer / requestor, the distance (mileage) between selected travel points or round trip within Washington State. | Current | Essential | BR-10.024 Point to Point mileage OKCOM |
| REQ 3.08.020 | Reimbursement Request | The system must allow the preparer / requestor to enter vicinity or local miles traveled and eligible for reimbursement. | Current | Essential | BR-10.025 OKCOM |
| REQ 3.08.021 | Reimbursement Request | The system must allow a preparer / requestor to edit system provided point-to-point mileage. | Current | Essential | BR-10.026 OKCOM |
| REQ 3.08.022 | Reimbursement Request | The system must allow a preparer / requestor to enter miscellaneous travel expenses. | Current | Essential | BR-10.029 OKCOM |
| REQ 3.08.023 | Reimbursement Request | The system must notify preparer or requestor when miscellaneous travel expenses require a receipt for reimbursement based on business rule | Current | Essential | BR-10.030 OKMOD |
| REQ 3.08.024 | Reimbursement Request | The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures. | Current | Essential | BR-10.039 OKCOM |
| REQ 3.08.025 | Reimbursement Request | The system must allow approvers involved in the workflow to change reimbursement information. For Travel payments, the system must allow the approvers to change the following | Current | Essential | Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM |

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| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|-----------------------|--|----------|-----------|---|
| | | <p>information:</p> <ul style="list-style-type: none"> • Breakfast, Lunch & Dinner Amounts • Lodging Amount • Lodging Tax Amount • Point to Point Mileage • Vicinity Mileage • Mileage Reimbursement Rate • Other Reimbursable Costs <ul style="list-style-type: none"> ○ Paid To ○ Paid For ○ Amount | | | |
| REQ 3.08.026 | Reimbursement Request | <p>The system must allow the fiscal user involved in the workflow to change reimbursement Information.</p> <p>For Travel payments, the system must allow the fiscal user to change the following information:</p> <ul style="list-style-type: none"> • Breakfast, Lunch & Dinner Amounts • Lodging Amount | Current | Essential | <p>Lodging BR-10.009</p> <p>Lodging Tax BR-10.012 & BR-10.010</p> <p>ISS</p> <p>OKCOM</p> |

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|---------------------|----------------------------|---|----------|-----------|--|
| | | <ul style="list-style-type: none"> • Lodging Tax Amount • Point to Point Mileage • Vicinity Mileage • Mileage Reimbursement Rate • Other Reimbursable Costs <ul style="list-style-type: none"> ○ Paid To ○ Paid For ○ Amount | | | |
| REQ 3.08.027 | Reimbursement Request | The system must provide to the user, the current out-of-state rates for the period of travel. | Feature | High | BR-10.011 BR-10.023 OKCOM |
| 3.08.028 | Reimbursement Request | The system must allow the preparer/requestor to indicate that a meal was provided and is not reimbursable. | Feature | ESS | BR-10.019 OKCOM Dietary Exceptions ? |
| REQ 3.09 | Pre-Payment Request | | | | |
| REQ 3.09.001 | Pre-Payment Request | The system must allow a preparer / requestor to enter, view, and / or change pre-payment information. | Feature | ESS | BR-10.006 BR-10.007 Br-10.008 OKCOM |
| REQ | Pre-Payment Request | The system must validate, at the time of | Feature | ESS | Many of the Business |

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| 3.09.002 | | preparer / requestor input, the in-state pre-payment request rates and amounts entered by the preparer / requestor. | | | Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM |
| REQ 3.09.003 | Pre-Payment Request | The system must allow the preparer / requestor to inactivate their request if it has not been processed for payment. After the preparer / requestor inactivation the system will no longer display the inactive request. | Feature | ESS | ISS |
| REQ 3.09.004 | Pre-Payment Request | The system must notify the preparer / requestor when a in-state request exceeds the standard reimbursement rate available in the system database. | Feature | ESS | BR-10.009 Lodging BR-10.011 Meals OKCOM Charges would be accepted. |
| REQ 3.09.005 | Pre-Payment Request | The system must provide a method for a preparer / requestor to enter and view comments and explanations with their request. | Feature | High | DEL |
| REQ 3.09.006 | Pre-Payment Request | The system must provide a method for a user to view comments and explanations to a request. | Feature | High | DEL |
| REQ 3.09.007 | Pre-Payment Request | The system must allow a preparer to complete a pre-payment request on behalf | Feature | ESS | OKCOM |

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|-----------------|---------------------|--|----------|-----------|--|
| | | of a requestor. | | | |
| REQ 3.09.008 | Pre-Payment Request | The system must notify the preparer / requestor when a receipt is required for reimbursement. | Feature | MED | BR-10.009 & BR-10.010 ISS add additional business rules |
| REQ 3.09.009 | Pre-Payment Request | The system must apply the business rules that allow a preparer / requestor to exceed the standard lodging amounts. | Feature | Essential | BR – 10.013 & BR-10.014 ISS |
| REQ 3.09.010 | Pre-Payment Request | The system must require a requestor to obtain prior approval for lodging amounts that exceed the standard reimbursement rate. | Feature | Essential | BR-10.015 ISS |
| REQ 3.09.011 | Pre-Payment Request | The system must allow an approver to enter, view, and / or change pre-payment information. | Feature | ESS | BR-10.006 BR-10.007 Br-10.008 OKCOM |
| REQ 3.09.012 | Pre-Payment Request | The system must allow fiscal to enter, view, and / or change pre-payment information. | Feature | ESS | BR-10.006 BR-10.007 Br-10.008 OKCOM |
| REQ 3.09.013 | Pre-Payment Request | The system must validate, at the time of preparer / requestor input, the out-of-state pre-payment request rates and amounts entered by the preparer / requestor. | Feature | High | Many of the Business Rules are date & time dependent Edits would be limited to what agency, state |

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| | | | | | and federal rates have been loaded into the system database. OKCOM |
| REQ 3.09.014 | Pre-Payment Request | The system must allow the agency administrator to designate a default percentage of estimated expense for prepayment. | Feature | High | OKCOM |
| REQ 3.09.015 | Pre-Payment Request | The system must allow the approver/fiscal to designate a percentage of estimated expense for prepayment. | Feature | High | OKCOM |
| REQ 3.10 | Account Coding | | | | |
| REQ 3.10.001 | Account Coding | The system must allow a user to enter all account coding fields that are used in state's General Ledger & Payment System (AFRS) during the pre-approval, pre-payment, and reimbursement process. | Current | Essential | OKCOM |
| REQ 3.10.002 | Account Coding | The system must allow a user to enter and / or change account-coding information upon and / or after input of pre-approval, pre-payment and reimbursement information. | Current | Essential | Input / Change of account coding information would occur before request is submitted for payment OKCOM |
| REQ 3.10.003 | Account Coding | The system must allow a user to enter configurable account-coding information for other types of General Ledger and Payment Systems. | Feature | ESS | TEMS must be able to adapt to other GL and Payment systems OKCOM |

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|--------------|----------------|---|----------|-----------|--|
| REQ 3.10.004 | Account Coding | The system must allow any user to enter account code information. | Current | Essential | DEL |
| REQ 3.10.005 | Account Coding | The system must allow an agency or system administrator to restrict any specific user or class from entering account code information. | Feature | Essential | OKCOM |
| REQ 3.10.006 | Account Coding | The system must provide an agency or system administrator the ability to specify in what order or sequence the account coding fields will be displayed for input. | Feature | High | Currently only an administrative function OKCOM |
| REQ 3.10.007 | Account Coding | The system must provide the same keystroke functionality to the user when entering account-coding information that is currently provided in AFRS. | Current | Essential | Example – In AFRS, Vendor # is Zero filled, right justified. User only needs to enter first few characters. ISS |
| REQ 3.10.008 | Account Coding | The system must provide in state, out of state, mileage, misc, and taxable subtotals and a grand total for the amount of the pre-approval, pre-payment and reimbursement request. | Current | Essential | ISS |
| REQ 3.10.009 | Account Coding | The system must provide the fiscal users the ability to make account-coding adjustments that increase or decrease the reimbursement amount. | Feature | ESS | Currently can only decrease amount ISS |
| REQ 3.10.010 | Account Coding | The system must provide the preparer, requestor /approver the ability to make account-coding adjustments that decrease | Current | Essential | ISS |

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| | | the reimbursement amount. | | | |
| REQ 3.10.011 | Account Coding | The system must group like kind reimbursements by Batch type, Biennium and Fiscal Month, and provide a group subtotal by number and dollar amount. | Current | Essential | Batch Release Screen DEL |
| REQ 3.10.012 | Account Coding | The system must provide a reimbursement hash total to the fiscal user upon submission for payment. | Current | Essential | DEL |
| REQ 3.10.013 | Account Coding | The system must require the fiscal user to enter an agency batch number when submitting a payment request. | Current | Essential | DEL |
| REQ 3.10.014 | Account Coding | The system must restrict the fiscal user, on a daily basis, from assigning a duplicate batch number for the same batch type on the same day. | Current | Essential | DEL |
| REQ 3.10.015 | Account Coding | The system must provide a running comparison of the dollar amount that has been coded by the fiscal user to the total dollar amount requested for payment. | Current | Essential | Example-Balance to Code / Fiscal Suite DEL |
| REQ 3.10.016 | Account Coding | <p>The system must provide the following account coding information for each payment request:</p> <ul style="list-style-type: none"> • Agency • Document Suffix • Document Date • Invoice No. | Current | Essential | NOTE 1: The Vendor address is currently required upon setup within the AFRS agency vendor payment system. This is required for payment to occur. If the preference is not have the address |

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| | | | | | input via AFRS or other payment generating system, then the ERS system will need to provide it. NOTE 3: If the Invoice No. field is not completed by the fiscal user, then the system inputs 'Travel'. A fiscal user must be able to override the system generated 'Travel' input designation. DEL |
| REQ 3.10.017 | Account Coding | The system must require the fiscal user to complete the following account code fields before the request can be released for payment: <ul style="list-style-type: none"> • Document Number • Vendor Number and Suffix • Batch Type • Biennium Year • Fiscal Month • Batch No. • Amount | Current | Essential | DEL |
| REQ | Account Coding | The system must verify, before payment, | Feature | High | Edit checks whether |

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| 3.10.018 | | whether the following account coding fields have been completed: <ul style="list-style-type: none"> • Trans Code • Object • Sub-Object • Appropriation Index / Fund • Program Index | | | field is completed, not if the entry is correct or not. For trans code 210, if this information is not provided, a coding error will be generated in the current AFRS payment system. DEL |
| REQ 3.10.019 | Account Coding | The system must have the ability to adjust the expense reimbursement and account coding. | Current | Essential | OKCOM |
| | | | | | |
| REQ 3.11 | Payment Approval | | | | |
| REQ 3.11.001 | Payment Approval | The system must provide the necessary data and payment information to all fiscal users and approvers so the review / approval and account-coding process can be completed. | Current | Essential | BR-10.002 Approval for Reimbursement Required for Travel OKCOM Refer to data model for specific information |
| REQ 3.11.002 | Payment Approval | The system must allow multiple fiscal users the ability to access, review any pending payment request For travel, the system must allow the fiscal group to change the following: | Current | Essential | Fiscal Group NOTE: Only one fiscal user at a time is allowed to make |

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| | | <ul style="list-style-type: none"> • Allowance for Breakfast, Lunch and Dinner • If the allowance is taxable or not • Mileage Rate • All Account Coding Fields • Lodging and tax rate | | | changes to the request. ISS In conjunction with 3.11.004 only one user can change at a time, other users will have read only access |
| REQ 3.11.003 | Payment Approval | The system must provide the user with the most recent version of a current payment request. | Current | Essential | ISS |
| REQ 3.11.004 | Payment Approval | The system must restrict approval and changes of a request to only one fiscal user at a time. | Current | Essential | ISS |
| REQ 3.11.005 | Payment Approval | The system must not allow the preparer / requestor requesting payment to approve the payment. | Current | Essential | ISS |
| REQ 3.11.006 | Payment Approval | The system must indicate to users the payment request status and if the payment request has been successfully transferred to AFRS or another agency general ledger and payment system. | Feature | High | 'Processed for Payment' status ISS Split the current requirement into two different requirements |
| REQ 3.11.007 | Payment Approval | The system must validate if the account-coding amount agrees with the payment request amount before the request is released for payment. If the amounts do not agree, the system must notify the fiscal user of the difference and allow the fiscal user to | Current | Essential | OKCOM |

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|-----------------|------------------|---|----------|-----------|---|
| | | either correct or cancel the operation. | | | |
| REQ 3.11.008 | Payment Approval | The system must inquire the preparer / requestor, when an initial travel lodging reimbursement request has been made, if lodging receipts or required documents have been obtained. Once a preparer / requestor has acknowledged that receipts or required documents have been obtained, the system no longer needs to inquire. | Current | Essential | BR-10.010 OKMOD Different agency use different process for handling receipts or required documents Drill in later. |
| REQ 3.11.009 | Payment Approval | The system, after inquiring if the approver has obtained lodging receipts, must allow the approver to indicate they have not obtained the lodging receipts and not allow the approver to continue processing the payment request. | Current | Essential | ISS |
| REQ 3.11.010 | Payment Approval | The system must identify reimbursement requests that require receipt documentation per the selected business rules, but the approvers have indicated that 'receipts' have not been obtained. | Current | Essential | Flag – no receipts obtained OKCOM |
| REQ 3.11.011 | Payment Approval | The system must identify to the approver / reviewer any payment request that was completed by someone other than the person who will receive payment. | Current | Essential | |
| REQ 3.11.012 | Payment Approval | The system must identify to the approver / reviewer any payment request that exceeds the standard classified reimbursement rate entered into the system database. | Feature | High | Need to determine what reimbursement business rules will be adopted and |

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|------------------|---|----------|-----------|--|
| | | | | | incorporated into the system, such as: <ul style="list-style-type: none"> • Agency policy • OFM policy • Federal policy |
| REQ 3.11.013 | Payment Approval | The system must identify to the approver / reviewer any payment request that cannot be validated against a classified reimbursement rate provided in the system database. | Feature | High | Example – Current system does not have out-of-state rates. |
| REQ 3.11.014 | Payment Approval | The system must identify to the approval and fiscal users, payment requests that are ready for review, approval and account coding. | Current | Essential | |
| REQ 3.11.015 | Payment Approval | The system must allow the fiscal user to determine when new payment requests will be displayed on their screen. | Current | Essential | Refresh Button |
| REQ 3.11.016 | Payment Approval | The system must notify the author of the payment request when an approver has changed the payment amount. | Current | Essential | |
| REQ 3.11.017 | Payment Approval | The system must apply the business rules for out-of-state travel and travel advance payments by requiring employees to have received pre-approval from their agency head or designee before disbursement is made. | Rule | None | BR-10.006 Prior Authorization |
| REQ 3.11.018 | Payment Approval | The system must apply the business rules for out-of-country travel by requiring | Rule | None | BR-10.007 Prior Authorization |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|------------------------|---|----------|-----------|--|
| | | employees who work for an agency that report to the governor to have received pre-approval from the governor before disbursement is made. | | | |
| REQ 3.11.019 | Payment Approval | The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to a governing body to have received pre-approval from the governing body before disbursement is made. | Rule | None | BR-10.008 Prior Authorization |
| REQ 3.12 | Manage Workflow | | | | |
| REQ 3.12.001 | Manage Workflow | The system must allow the approval and payment workflow process to occur within an agency. | Current | Essential | |
| REQ 3.12.002 | Manage Workflow | The system must allow for different workflows / routing processes for each agency. | Current | Essential | Example: Agencies have centralized or decentralized fiscal groups that review, approve and code travel vouchers. |
| REQ 3.12.003 | Manage Workflow | The system must allow for workflow to occur between agencies. | Feature | High | Pre-approval BR-10.007 |
| REQ 3.12.004 | Manage Workflow | The system must allow the preparer / requestor to determine which authorized approver they would like to route the payment request to. | Current | Essential | |
| REQ | Manage Workflow | The system must allow approvers / | Current | Essential | |

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|-----------------|--|----------|-----------|---|
| 3.12.005 | | reviewers to route the payment request back to the preparer / requestor receiving the payment or a prior approver. | | | |
| REQ 3.12.006 | Manage Workflow | The system must be able to restrict a preparer's / requestor's initial submittal for pre-approval, pre-payment or reimbursement to an authorized approver. | Current | Essential | |
| REQ 3.12.007 | Manage Workflow | The system must allow an approver to route a payment request to another approver. | Current | Essential | |
| REQ 3.12.008 | Manage Workflow | The system must allow a payment request to be routed between fiscal users. | Feature | High | Example; Routing between review screen & batch screen |
| REQ 3.12.009 | Manage Workflow | The system must allow an agency or system administrator to route a request to any active user. | Current | Essential | |
| REQ 3.12.010 | Manage Workflow | The system must allow an agency and system administrator to route a pending payment or approval request to any active user. | Current | Essential | |
| REQ 3.12.011 | Manage Workflow | The system must allow a system administrator to route a payment from 'Paid' status to 'Unpaid' status. | Current | Essential | Dependent on architecture & interface for payments Example: Allowing agencies to resubmit travel vouchers because of AFRS unable to process. |

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|-----------------------------------|---|----------|-----------|---|
| REQ 3.12.012 | Manage Workflow | The system must display to the user the 'status' of the request before and after the routing process. | Current | Essential | Example: unsubmitted, submitted, approved, etc. (And items needing action are in bold) |
| REQ 3.12.013 | Manage Workflow | The system must log and display to all users, any edits or changes made to a pre-approval, pre-payment or reimbursement request not performed by the original author. | Feature | Essential | My Travel screen- History Button Some changes are now shown under the comments section. |
| REQ 3.13 | Report / Query Information | | | | |
| REQ 3.13.001 | Report / Query Information | The system must provide a method for the user to print all the input information used to process pre-approval, pre-payment or reimbursement requests. | Current | Essential | Example – For travel, this would include printing a travel voucher and all the associated itinerary and accounting information. |
| REQ 3.13.002 | Report / Query Information | The system must allow the user to print help information. | Current | Essential | |
| REQ 3.13.003 | Report / Query Information | <p>The system must provide a method for the user to print the workflow of a request that is in the process of being paid. The printed information must include:</p> <ul style="list-style-type: none"> To whom the request has been routed to The action date | Feature | Essential | <p>History Button – 'My Travel' screen</p> <p>Currently to Print – need to copy and paste into application that can print such as</p> |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|----------------------------|--|----------|-----------|---|
| | | <ul style="list-style-type: none"> The status of the request Any comments made by a preparer / requestor / approver in the workflow. | | | Microsoft 'Word'. |
| REQ 3.13.004 | Report / Query Information | <p>The system must provide a method for the user to print the following policy exceptions, as they relate to a payment request:</p> <ul style="list-style-type: none"> The requester does not have receipts and receipts are required The request for payment was prepared by someone other than the person receiving payment Someone other than the person receiving payment canceled the request. The request for payment exceeds the standard federal or state reimbursement amount. No default reimbursement amount is available from the system. | Feature | High | <p>Flags</p> <p>Flags are currently displayed on the printed travel voucher, if the option is chosen.</p> |
| REQ 3.13.005 | Report / Query Information | The system must provide a method for a user to print a list of requests that have been submitted for approval. | Feature | Medium | All Users |
| REQ 3.13.006 | Report / Query Information | The system must provide a method for an approver / reviewer to print requests that have been submitted to them for approval. | Feature | Medium | Manager / Fiscal Review (Individual Voucher) |
| REQ | Report / Query | The system must provide a method for a | Feature | Essential | Administrators and |

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|----------------------------|---|----------|-----------|---|
| 3.13.007 | Information | user to print a list of requests that have been paid. | | | Fiscal can do currently, Added Feature for Approvers, Preparers and Requestors. |
| REQ 3.13.008 | Report / Query Information | The system must provide a method for a user to print a list of requests that have been denied. | Feature | High | All Users |
| REQ 3.13.009 | Report / Query Information | <p>The system must allow a user to query payment and approval information and display the results.</p> <p>For travel payments, the system must allow the user to search by:</p> <ul style="list-style-type: none"> • User Id • Work Station • A period of time • Taxable Meals • Batch Number • Fiscal Month • Batch Type • Biennium • Vendor Number & Suffix • Document Number & Suffix <p>The system must provide to the user the following search results:</p> <ul style="list-style-type: none"> • All account coding used for payment • All itinerary information provided for payment | Current | Essential | <p>TVS Quick Query Builder</p> <p>Is Description still necessary? Now generally used as a date field (Month & Year)</p> <p>NOTE: Currently with TVS a list of vouchers are provided after initiating the query and then each voucher needs to be opened up to provide itinerary and accounting information.</p> |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|--------------|----------------------------|---|----------|-----------|--------------|
| | | <ul style="list-style-type: none"> • The dollar amount of payment • The workflow history | | | |
| REQ 3.13.010 | Report / Query Information | <p>The system must allow the user to query account-coding information and display the results.</p> <p>For travel payments, the system must allow the user to search by:</p> <ul style="list-style-type: none"> • Batch Type • Batch Number • Batch Date <p>The system must the display to the user the following search results:</p> <ul style="list-style-type: none"> • All account coding used for payment • Name of person receiving reimbursement • Amount of each reimbursement • Total amount for all reimbursements in the batch | Current | Essential | Batch Report |
| REQ 3.13.011 | Report / Query Information | The system must allow a system administrator to query and provide a list of all active and inactive users on the system. | Current | Essential | |
| REQ 3.13.012 | Report / Query Information | <p>The system must allow a system or agency administrator to initiate a query using the following information:</p> <ul style="list-style-type: none"> • By category of permission or access level | Current | Essential | |

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|----|----------|--|----------|-----------|----------|
| | | <ul style="list-style-type: none">○ Requestor○ Approver○ Reviewer○ Administrator● By Individual<ul style="list-style-type: none">○ First Name○ Last Name○ User Id● By active / inactive status of an individual● By active / inactive status of a category or all categories <p>After query initiation, the system must provide the following user profile information:</p> <ul style="list-style-type: none">● Agency● Sub-agency● Active / Inactive● User ID● Last Name● Middle Initial● Work Phone● Internet E-Mail● Official Residence● Official Station● Work Schedule● Vendor Number & Suffix | | | |

Functional Requirements List

From October 18, 2005 User Group Work Session

3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|--------------------|---|----------|-----------|--|
| | | <ul style="list-style-type: none"> • Password • Routing – Who the initial request would be routed to • Who can prepare a request • Who can prepare and route a request • A users individual and group access or account levels | | | |
| REQ 3.14 | System Help | | | | |
| REQ 3.14.001 | System Help | The system must allow any user to request help from any data entry screen. | Feature | Essential | Current Travel System has help hyperlinks on most screens |
| REQ 3.14.002 | System Help | The system must display information pertinent to the screen the user was on when help was requested. | Current | Essential | |
| REQ 3.14.003 | System Help | The system must allow a system or agency administrator to change the help screens. | Feature | Medium | Agency administrator would be given access to help screens via the OFM system administrator. |
| REQ 3.14.004 | System Help | The system must respond to a user's request for help by displaying information in a window different from the window the user is working in. | Current | Essential | |
| REQ 3.14.005 | System Help | The system must provide an online comprehensive tutorial on how to use the system. | Current | Essential | |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|---------------------|--|---|----------|-----------|---|
| REQ 3.14.006 | System Help | The system must provide an online overview of the system features and a summary of the various screens and their functions | Current | Essential | |
| REQ 3.14.007 | System Help | The system must allow the system administrator to view a user's screen using an administrative access level. | Feature | High | Troubleshooting |
| REQ 3.15 | Broadcast Message | | | | |
| REQ 3.15.001 | Broadcast Message | The system must allow an agency or system administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed. | Feature | High | System administrator would grant permission to agency administrators to change help screen for their agency. Scrolling message now used on 'My Travel' screen. |
| REQ 3.16 | Policy Exceptions – System Notification | | | | |
| REQ 3.16.001 | Policy Exceptions – System Notification | The system must notify the user when any of the following policy exceptions occur in completing a payment request: <ul style="list-style-type: none"> • The requester does not have receipts and receipts are required • The request for payment was prepared by someone other than the | Current | Essential | Lodging BR-10.010 Meals BR-10.011 |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|--|---|----------|-----------|----------|
| | | person receiving payment <ul style="list-style-type: none"> Someone other than the person receiving payment canceled the request. The request for payment exceeds the standard federal or state reimbursement amount. The system does not have a default reimbursement rate to verify the user's input. | | | |
| REQ 3.17 | Maintenance of User Information | | | | |
| REQ 3.17.001 | Maintenance of User Information | The system must allow an agency or system administrator to assign and remove access / permission levels for users. Permission levels include: <ul style="list-style-type: none"> The ability to complete a request The ability to review and approve a request The ability to change request information The ability to enter account coding The ability to release a request for payment The ability to reroute requests to other users The ability to view and change a user's profile information | Current | Essential | |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|---------------------------------|--|----------|-----------|---------------------------------------|
| | | <ul style="list-style-type: none"> The ability to complete a request on another person's behalf | | | |
| REQ 3.17.002 | Maintenance of User Information | <p>The system must allow an agency or system administrator to input and change user profile information. For travel payments, user profile information includes:</p> <ul style="list-style-type: none"> Status of Account – Active or Inactive Agency Number User ID First Name, Last Name, Middle Initial Work Phone Internet E-mail address Official Residence Official Station Work Schedule Vendor Number & Suffix Password Routing – Who the initial request would be routed to Who can prepare a request Who can prepare and route a request A user's individual and group access or account levels | Current | Essential | Current default functionality of TVS. |
| REQ | Maintenance of User | The system must allow an agency or system | Current | Essential | |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|---------------------------------|--|----------|-----------|--|
| 3.17.003 | Information | administrator to delegate who can prepare a request for approval or payment on behalf of someone else (another user). | | | |
| REQ 3.17.004 | Maintenance of User Information | The system must prevent recorded transaction activity for pre-approval, pre-payment or reimbursement from being deleted from the system. | Current | Essential | If no transaction activity, then Ok for administrator to <u>delete</u> |
| REQ 3.17.005 | Maintenance of User Information | The system must allow an agency or system administrator to create a group of users that can preparer pre-approval or reimbursement requests on someone else's behalf | Current | Essential | |
| REQ 3.17.006 | Maintenance of User Information | The system must allow an agency or system administrator to remove a user from a preparer or fiscal group. | Current | Essential | |
| REQ 3.17.007 | Maintenance of User Information | The system must allow an agency or system administrator to create a group of fiscal users that can review and code payment requests. | Current | Essential | |
| REQ 3.17.008 | Maintenance of User Information | The system must allow an agency or system administrator to inactivate a fiscal or preparer group. | Current | Essential | |
| REQ 3.17.009 | Maintenance of User Information | The system must allow an agency or system administrator to reactivate an inactive group or inactive user account | Current | Essential | Ability to use system |
| REQ 3.18 | Travel Reservations | | | | |
| REQ 3.18.001 | Travel Reservations | The system must allow for a preparer / requestor to make travel reservations for: | Feature | Medium | |

Functional Requirements List

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3. TVS System Features

| ID | Function | Requirement | **Status | *Priority | Comments |
|-----------------|---------------------|--|----------|-----------|-----------|
| | | <ul style="list-style-type: none">• Airlines• Hotels• Cars | | | |
| REQ 3.18.002 | Travel Reservations | The system must be able to restrict the purchase of airline tickets to the state charge card system. | Feature | None | BR 10.004 |

Glossary

| Term | Description |
|-----------------------|--|
| AFRS | Agency Financial Reporting System (Washington States General Ledger and Payment System) |
| ERS | Employee Reimbursement System |
| OFM | Office of Financial Management |
| SAAM | State Administrative & Accounting Manual |
| Agency Manual | Individual State Agency Policy Manuals |
| Pre-Payment Request | A request for an advance payment of estimated business expenses that could be incurred. |
| Pre-Approval Request | A request to incur a business expense. |
| Payment Request | Includes all type of requests that would result in a payment to the user |
| Reimbursement Request | A request for payment of actual business expenses incurred. |
| Request | Any request for pre-approval, prepayment, reimbursement, etc. |
| Requestor | A user that will receive payment |
| Preparer | A user that prepares a request on behalf of someone else |
| Agency Administrator | A user that has been granted administrative permission levels for the agency |
| System Administrator | A user that has been granted all system administrative permission levels for the Employee Reimbursement System |
| Approver / Reviewer | A user authorized to review, approve and code a pre-approval, pre-payment or reimbursement |

Functional Requirements List

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3. TVS System Features

| | |
|-------------|---|
| | request |
| Fiscal User | A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing |
| User | An individual with an active or inactive account that has been setup on the system |

****STATUS:** Current = Functional in the current TVS system.

Feature= Not currently available within the current TVS system.

***PRIORITY:** The types are:

Essential, High, Medium, Low